

Vision Group E – System Evaluation & Improvement

Meeting Minutes for August 24, 2001

Emergency Medical Services Authority

1930 9th Street, Sacramento, California

10:00am – 3:00pm

I. Introductions

Members Present: Bonnie Sinz, Cathy Ord, Nancy Justin, Ardith Hamilton, Craig Stroup, Steve Andriese, Charla Jensen, Marie Harder, Bob O'Brien.

Non-Members Present: Miranda Swanson, Kathi Whitson, Mercia Brandon, Sandy Hollandsworth, Norah Lamond.

**Larry Karsteadt present via speakerphone.

Summary:

-An updated committee list was distributed, with two major changes:

- a) EMSAAC alternate, Barbara Brodfuehrer has retired. Diane Fisher of ICEMA will act as her replacement.
- b) League of California Cities representative, Kurt Latipow recently moved out of state. His replacement will be current League of Cities alternate, Gary Hinshaw.

-This will be Ardith Hamilton's last System Evaluation & Improvement meeting due to her retirement.

II. Business Items

1-Approval of June Meeting Minutes

- Minutes were approved by consensus with one addition and one change.
- Updated minutes will be sent out with the minutes for this meeting.

2-Report on August Vision Leadership Team Meeting

- Sheila Keller, Vision Project Administrator under the Office of Traffic Safety Grant, has retired. Miranda Swanson will assume her position, effective October 1, 2001.
- The Vision Grant will not fill Miranda's position behind her.
- Vision will now be run primarily through the OTS grant.

- A current draft of the Gray Book is available on the EMSA website at www.emsa.ca.gov
- The EMS Plan was also discussed.
- The VLT is looking to make information on Vision progress more readily available to those who may be interested. A power point presentation with all of this information will be placed on the EMSA website. It will take a few weeks to get all of the current information together.

3-Dates and Location for NHTSA "Leadership Guide to QI/Data Workshop"

- Bonnie distributed an informational handout.
- The classes will take place September 18-19, 2001, at the Sacramento Hilton, from 9-5 each day.
- The cost is \$79 per person.
- There are a total of 50 slots for the classes.
- There will be CE available.

4-Report on Paramedic Task Force Draft Regulation and QI Guidelines

- The disciplinary guidelines have been completed.
- The group decided to look at CE next. With the close connections of QI with CE it was decided to focus on QI first.
- Regs were drafted as a starting out point.
 - These regs are not yet complete and will be adjusted as guidelines are developed.
 - A QI Guidelines document is being developed to be "incorporated by reference" in the regulations.
 - A lot of current documents are being used such as the NHTSA QI Leadership Guide, the Baldrige Categories, the Agenda for the Future, the Mountain Valley grant document, the IAFF document, etc.
- Craig Stroup (hired by EMSA as a consultant) will be working on the indicators and Bonnie on the guidelines document.
- Task Force decided to call the document EMS System Evaluation and Improvement Guidelines.
 - There was discussion by the larger group as to whether or not this is what the document should be titled.
- It was suggested that specific examples of the guidelines should be included.

5-Standards and Guidelines Revision Process (EMSA 101&103)

- Revision is being done through the OTS grant and Vision.

6-Legislative – Update on Discovery Protection for QI Legislation

-Group is trying to get legislation to get hospitals to give data.

7-Data: Data Ad Hoc Group Report (Data Set)

- The data set is done with a final review by the Ad Hoc Group over their next two meetings and will make any final revisions.
- The final draft data set will be brought to the December Vision D meeting (tentative).
- Set will then be sent to comment by the constituent groups.

8-State Data System Design Project

- Developed overall data sheet for project.
- Agency approved the feasibility study.
- The Department of Information Technology (DOIT) must grant approval.
- Document is currently in review at DOIT.
- Group must come up with a procurement plan.
- Marie hopes to have it done by next week.

9-Development of the 'Data Collection and Reporting Guidelines'

- Intent is to create a comprehensive system documentation and user handbook.
- The project plan includes training element.

10-CQI: Progress on Performance Indicator Development

- a) Craig presented the list of Performance Indicators to the committee for comment. He would like final comments to be submitted (via the list-server) by the end of September.
- b) There are four major areas of focus: medical care, system operations, consumer response, and cost of EMS services. Each section is still in the preliminary planning processes.

Comments:

- (Bonnie) The clinical aspect is the key. Another critical component is transport (destination) and the diversion issue. It is very timely right now.
- (Craig) These are the core indicators, but it doesn't mean they will all be developed and used.

11-Approval of I/FMSA Assessment Document

- Add language identifying the intent of all of the surveys and the appraisals.
- Instead of an assessment conducted every 5 years, it should be based upon the score that the agency last received.
- Reassess the cost for the project and attach to the document.
- Under the “self-survey” section, the information should be included in the five-year survey as well.
- Put options along with recommendations (for surveying body).
- Also, there should be a survey submitted by the EMSA.

- **Survey Revisions from Last Meeting**

The Group decided to change the survey to voluntary. Steve will make the necessary corrections to the document.

- **Review of Consumer/Public Survey**

- a) In the appendix, ‘data collected’ will be used for evaluation as well as...
- b) Change language responded
- c) #7 perception of public when 9-1-1 is dialed
- d) Could possibly add something about public education – in demographic section
- e) Steve to make changes.

- **Format for System/Plan Appraisal**

Suggestions:

- Add comment space.

12-Model Web-Based Data Reporting *(more info)*

Marie gave a presentation on the model for web-based data reporting.

13-Assignments

Submit comments to Craig regarding the performance indicators by the end of September.

14-Future Meeting Dates

The next meeting date is scheduled for October 26 at the EMS Authority in Sacramento, from 10:00am-3:00pm.